



Position Title	ISEP Virtual Research Intern
Department	Member Relations
Reports To	Director of Alumni Engagement and Student Success
Compensation	This position will be unpaid. Course credit must be provided.
FLSA Status	Exempt, Unpaid, Part-time (approximately 25 hours per week)
Internship dates	June – September 2020
Location	Virtual

ABOUT ISEP

ISEP is a non-profit educational community dedicated to helping students overcome academic and financial barriers to study abroad. Made of up 337-member colleges and universities from 53 countries around the world, we work together to help provide students access to affordable, high-quality programs, that in return help develop culturally sensitive skill sets needed for today's global workforce.

POSITION SUMMARY

The Research Intern will support ISEP's Member Relations division and will be a key contributor to the team. This internship is important to the effective engagement with obtaining funding for ISEP students and membership based on current global trends and requirements.

PRINCIPAL RELATIONSHIPS

External: ISEP members and alumni

Internal: Director of Alumni and Engagement Success

KEY RESPONSIBILITIES

- Producing a literature review and indexed analysis on the current research landscape of international education, with a focus on the applicant's research specialties and a grounding in the ongoing pandemic situation and response.
- Field mapping for international education funding opportunities in a post-COVID landscape.

- Analyzing ISEP's membership and student needs based on qualitative data and qualitative analysis.
- Producing biweekly reports geared toward the practical implementation of research.
- Contributing to at least one specific grant application as a part of ISEP's centralized grant-writing program on a team of researchers, under the supervision of a director.
- Support the Member Relations team with small projects that further the above missions.

REQUIRED QUALIFICATIONS

- Bachelor's degree in international education, international relations, humanities, or other related areas. Graduate level work in international education is strongly preferred.
- A proven record of strong research and data analysis skills.
- Outstanding communications skills with an ability to effectively engage a variety of stakeholders and experience providing quality customer service.
- Exceptional attention to detail.
- Facility with the Microsoft Office Suite, including Microsoft Teams.

DESIRED ADDITIONAL QUALIFICATIONS

- Passion for international education and ISEP's mission of inclusive excellence and affordability in global education.
- Foreign language ability.
- Self-directed, proactive, and enjoys working independently without extensive oversight.

BENEFITS

- Regular professionalization sessions
- Access to the ISEP Alumni Association network and its library of resources
- Opportunity for school credit if allowed by the college/university of applicant
- Opportunity to work on substantive research projects that can result in a great reference

HOW TO APPLY FOR THIS INTERNSHIP

- Submit a resume and cover letter outlining your interest in ISEP and your qualifications for this internship.
- Send your submission to careers@isep.org with the subject line: "Member Relations Virtual Research Intern"
- Application deadline: May 15, 2020.

ISEP is an equal opportunity employer (EOE). We strongly support diversity in the workforce.